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**21 September 1955**

**Assistant to DCI**

**Director of Training**

**Weekly Summary Report  
(6-13 September 1955)**

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**INTRODUCTION**

Included in this week's report are references to a proposed Congressional "legislative package," sponsored by the U. S. Civil Service Commission, which may contain provisions affecting Agency training activities; continuing action by the Office of Training to solve the chronic shortage of available qualified instructors. During this period, Office of Operations/Contact Division [REDACTED]

[REDACTED] to begin a special OTR refresher course, and the Language and External Training School has met particular requirements for Russian and Chinese language instruction levied by other Agency components.

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**CONFERENCE OF TRAINING OFFICERS**

Members of the Office of Training attended the monthly luncheon of the government-wide Training Officers' Conference on 13 September. Mr. Philip Young, Chairman of the Civil Service Commission, spoke of the growing awareness of the importance of training programs for government employees and stated that the Civil Service Commission will propose a "legislative package" to Congress early next year which will include provisions for training programs. The Office of Training in the past has reviewed such legislation to insure it does not negate Public Law 110. Comments have been submitted to the Legislative Council.

**CAREER PLANNING FOR ST DESIGNEES AND FORMER  
OTR INSTRUCTORS**

An OTR questionnaire has been forwarded to Support-Training (ST) designees and former OTR instructors now on rotational

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assignments in other components of the Agency. The procedures outlined will assist each individual in planning his career development to include a future assignment as an OTR instructor. This and other measures are being used by OTR to deal with the continuing critically short supply of qualified instructors available to OTR.

### CTR-FDD LANGUAGE COURSES

The Language and External Training School accepted a request from the Foreign Documents Division to conduct a familiarization course in the Russian language for FDD employees in [ ] Building. In an exchange of instructors and classroom space, an FDD linguist will conduct a Chinese reading course in an OTR classroom in "I" Building. Additionally, to extend the program of instruction in Chinese, OTR and FE are exploring the possibility of creating a five-year Chinese language program which will include intensive and part-time courses.

### REFRESHER COURSE FOR CONTACT OFFICERS

A refresher course for Contact Specialists of the Office of Operations, conducted by the Intelligence School, opened on 12 September with an enrollment of 25: 20 from [ ] and 5 from headquarters. [ ] represented are

and [ ] The course has proven successful with field personnel in keeping up to date with Agency organization, methods and procedures.

### TEST INTERPRETATIVE HANDBOOK

The Assessment and Evaluation Staff, OTR, has developed for its own use a handbook of data compiled from its testing programs as an aid to assessment and other psychological interpretative problems. The compilation, a most comprehensive and thorough study of test performances and thought behavior, is superior in comparison with civilian studies available. It is

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a correlation of two years' data from the tests now being used and work performance of the people in the Agency who have taken the testing program.

DEPENDENTS' BRIEFING PROGRAM CONTINUES

Guest speakers at the Dependents' Briefing Program held on 12 and 13 September included Mr. Harrison Reynolds, Director of Personnel, and [REDACTED], the wife of one of our Agency employees, who spoke about her recent experiences while living abroad. After the program, there was an open discussion to get the reaction to the content and format of the program. The comments of the 15 wives in attendance were uniformly enthusiastic.

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SIGNED

MATTHEW BAIRD  
Director of Training

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cc: 1 - DD/P (w/o Sup.)  
1 - DD/I " "  
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*Fig. 41 - Addressee*  
1 - DTR (yellow)  
3 - PPS/TOT

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